



EGCSD Teen Center - Application for Use
9014 Bruceville Road, Elk Grove, CA 95758
Phone: (916)405-5622 Fax: (916)405-5341
www.egcsd.ca.gov

General Information (please print)

Primary Contact Person _____ Organization (if applicable) _____
Address _____ City _____ Zip _____
Day Phone _____ Cell Phone _____ Fax _____

Alternate Contact Person _____ Relation to Primary Contact _____
Day Phone _____ Cell Phone _____ Fax _____

Event Information

Date(s) _____ Day(s) of Week _____
Time in Facility: From: _____ am/pm To: _____ am/pm
Person in charge during event _____ Attendance # _____
Description of Event _____

Event Type

☐ Non-profit group use (must submit proof of non-profit status from state of California)
☐ EGUSD School District use
☐ Private group use

Insurance

Would you like to purchase additional event insurance? (please check) ☐ Yes ☐ No

Vending

Would you like the ability to purchase items from the Teen Center Snack Bar? ☐ Yes ☐ No

Music

Will there be music? ☐ Yes ☐ No What type? ☐ DJ ☐ Live

Decoration Guidelines

1. No candles or open flames and pyrotechnics of any kind permitted.
2. Do not obstruct Fire Exits.
3. All decorations must be done by patron and must be non-flammable. Renter must remove all decorations.
4. No staples, tacks, nails, or screws may be used at any time.
5. No glitter, hay, straw, silly string, confetti, or rice may be used at any time.
6. No fog machines inside the facility.
7. Balloons must be secured and weighted when used and must be removed by the renter. Balloons may not be released outside the facility. No free-floating balloons inside the facility

Please read & sign reverse side →

Rental Policies and Regulations

General

1. Events must not start before scheduled rental start time and must end promptly at scheduled rental end time.
2. If there is any damage to the facility or equipment used, renter will be billed all applicable charges.
3. The District reserves the right to require off-duty sheriffs for any rental the District feels appropriate.
4. The renter may not charge any admittance fees for event. The teen center is not available for “open to the public, pay at the door” events.
5. Alcohol or smoking are not allowed in the Teen Center or on the Teen Center patio, or within the premises of the Wackford Community and Aquatics Complex at anytime.
6. All personal and rental equipment must be removed from the facility at the end of the scheduled rental. Nothing may be left on the premises of the facility.
7. In the event of a “black out” the EGCSO Teen Center will not be held responsible for the interruption of an event.
8. Rental must be booked at least 30 days in advance.

Set Up/ Clean Up Responsibilities

1. Set Up/Decorating Time is included in the package price.
2. All decorations must be removed by renter prior to leaving the EGCSO Teen Center.
3. Renter must supply all paper products and decorations, and renter must abide by the EGCSO Teen Center decoration guidelines.
4. Deliver/pick up of supplies or equipment must occur at the facility during the rental. Nothing can remain after the event. EGCSO Teen Center staff is not responsible for any items left in the facility after your scheduled event has concluded.
5. “Person in charge of event” will make contact with the staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.
6. Candles, open flame, or pyrotechnics of any kind are not permitted at the EGCSO Teen Center.

Deposit/Payments

1. A ***Damage Deposit/Time Overage*** form is also required with a Visa or MasterCard number. The card is not charged unless damages and/or time overage occurs.
2. Full payment is required to reserve the date upon completion of rental agreement.

Insurance

1. One-day event insurance is available for purchase if so desired. Ask staff for details.

PLEASE READ BEFORE SIGNING – INDEMNITY AND HOLD HARMLESS

The applicant and/or organization is solely responsible for the vent conducted within the facility and shall bear financial responsibility for all damages to District’s property, or for any claims made as a result of any accidents or injuries to the permittee, guests, or invitees or any person providing services to the applicant and/or organization. Applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in denial of further permits and financial loss. Permittee shall assume the defense of and indemnify and save harmless the District, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operations under this Agreement. Acceptance by the District of the Insurance Certificate does not relieve the Permittee from liability under the indemnity and Hold Harmless Clause.

I have read the above Reservation Policies and Regulations and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signature _____ Date _____